

## **Marketing Assistant**

Part-time (29.5 hours/week, M-F)

**SkyLine/SkyBest West Jefferson, NC**

Come join a fast-paced, growing company! As Marketing Assistant, this person will assist with various strategies that promote all products and services of the company. Some of the responsibilities would include assisting the marketing and PR staff with miscellaneous tasks, completing tracking reports, communicating results with others, maintaining mailing lists, generating emails to support various promotions, maintaining tracking spreadsheets, delivering materials throughout service area, and much more.

The qualified applicant:

- \*must have excellent communication skills
- \*must be accurate, have the ability to multitask and be detail oriented
- \*computer experience and knowledge of an office environment are needed.
- \*must be deadline oriented.
- \*Two-year degree is required or the equivalency in work experience may be considered.

Please complete an employment application.

[www.skybest.com/careers](http://www.skybest.com/careers)